

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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**November 16, 2000**

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Information Bulletin No. HR-2001-017

To: All BC, HR, ST, NI Employees and WO Field BIA Liaison Officer

From: Director, National Human Resources Management Center

Subject: Thrift Savings Plan Open Season **DD: 01/31/2001**

The next Thrift Savings Plan (TSP) open season begins November 15, 2000 and ends January 31, 2001. During this open season CSRS and FERS employees may elect to begin contributing to the TSP, change the amount of their TSP contribution, or change the allocation of their contribution among the three investment funds. If you are a *new employee, hired during the period from January 1 through June 30, 2000*, you are eligible to sign up to contribute to the TSP during this open season. *If you were hired between July 1 and December 31, 2000*, you will not be eligible to begin contributing until the next open season, which begins May 15 and ends July 31, 2001.

If you are a rehired FERS or CSRS employee who had a break in service of 31 or more full calendar days and you were previously eligible to participate in the TSP, you can elect to contribute the first open season after you are re-employed. If you were not previously eligible, you will not be eligible until the second open season after the date of rehire.

How the investment opportunity affects FERS employees: FERS employees can contribute up to 10 percent of basic pay each pay period to their TSP account. Your investment election applies to **all** contributions made to your TSP account, i.e., employee agency automatic (1%) and agency matching contributions. However, even if you are not making employee contributions, you may still make a TSP election to invest all or any portion of your Agency Automatic contributions in any of the three funds.

The rules for CSRS employee contributions are different. CSRS employees can contribute up to 5 percent of their basic pay each pay period to their TSP account. Your investment election applies only to your contributions. There are no matching contributions or agency automatic contributions.

How to make an open season election: Submit a completed Election Form, TSP-1, to National Human Resources Management Center, HR-220. Forms are available in the NHRMC office, Building 50, or through the TSP Website at [www.tsp.gov](http://www.tsp.gov). You can also submit an open season change electronically by utilizing *Employee Express* on any touch tone phone by dialing 1-800-827-6254. REMINDER: Your Employee Express PIN is not the same as your TSP PIN. Make sure you are using the correct PIN when accessing your accounts. Only one method can be used to accomplish a TSP Open Season election; either submit Form TSP-1 or use Employee Express.

Effective date of open season elections: If your election form is received in and accepted by NHRMC, (HR-220) by close of business December 31, 2000, it will be effective January 14, 2001. If your election is received after this date, it will be effective on the first day of the first full pay period after it has been accepted. All elections must be submitted to HR-220 to arrive no later than close of business January 31, 2001.

Current information concerning the Thrift Savings Plan may be found on their Web Site at [www.tsp.gov](http://www.tsp.gov). If you have questions about the Thrift Savings Plan, please contact Lenna Gerwing at (303) 236-6667.

Signed  
Linda D. Sedbrook  
Director, NHRMC

Authenticated  
Suzanne Rebek  
Secretary

Distribution